

## Use AutoFill For Duration Fields When Creating Appointments

When creating an appointment in GroupWise, you can fill in the duration field with some abbreviations that will auto-fill when you tab out of that field. For example, if I have an appointment starting at 11:00AM and will last for 4 hours, I can type 11:00AM directly into the start time field and **tab** to the "duration" field and type "4h." When I **tab** out of the "duration" field, it auto-fills with "4 hours."

Other abbreviations:

**M= Minutes**

**H= Hours**

**D= Days**

**W= Weeks**

## Sending Files Made Easy

Sending a file to someone doesn't have to be complicated. In fact, it's just a right-click away. As in, right-click any file on your desktop or Windows Explorer, click Send To, then click GroupWise Recipient. GroupWise snaps to attention and opens a send view with the file already in the attachment window. Simply fill in the recipient's name and click Send.

## To Prevent The Spell Checker From Thinking That Words Containing Numbers Are Misspelled

Click **Tools** (in a new message), **Spell Check, Customize**. Deselect **Check Words with Numbers**. If your messages frequently contain codes consisting of both letters and numbers, this can reduce the number of "word" you have to skip.

## Calculate the Difference In Dates

You can easily calculate the difference in dates. Click **Tools, Date Difference**. In here you can figure out the number of days between two dates you know. Or you can find out what day is x days from today (or any other day). Or you can even find out what day is x number of days before next Friday (or any other day).

## Universal Undo Feature

There is a "universal" undo feature that is accessible from most any Windows application, including GroupWise. If you've accidentally deleted text you can "undo" back to the point just before the text was deleted by pressing Alt-Backspace

## Keep Your Hands On The Keyboard

### *Short Cuts for GroupWise*

Ctrl+A	Select all
Ctrl+B	Bold Text
Ctrl+C	Copy selected text
Ctrl+F	Begin a Find
Ctrl+G	Go to today's date (when focus is in a calendar, of course)
Ctrl+I	Italic text
Ctrl+L	Attach a file to a message
Ctrl+M	Open a new message
Ctrl+N	Normal text
Ctrl+O	Open the selected message
Ctrl+P	Open the Print dialog box
Ctrl+R	Mark the selected item unread (so you don't overlook it later)
Ctrl+S	Save a draft of whatever you're doing (within reason) in the Work in Progress folder
Ctrl+U	Underline text
Ctrl+V	Paste selected text
Ctrl+X	Cut selected text
Alt+Enter	display the properties of the selected item (very handy)
Ctrl+F1	Open the Spell Checker

## Quick Correct

The GroupWise client includes a handy feature called quick correct, for those of us who can't type or spell as successfully as we might wish. Quick correct is on by default, and helpfully replaces things like "and" with "and" or "a lot" with "a lot."

### ***To See What Quick Correct Has Been Doing For You,***

1. In the GroupWise client, open a new item.
2. Put the cursor in the Subject or Message field.
- 3 In the menu bar for the new item, click **Tools, Quick Correct**.

### ***To Add Quick Correct Words,***

In the Message box of an item you are creating,

1. Click **Tools, Quick correct**
2. In the Replace box, type the incorrect spelling of a word you commonly misspell or mistype. Type an abbreviation that you want expanded in your document.
3. In the With box, type the *correct* spelling of the misspelled or mistyped word.  
Or  
Type the expanded words of the abbreviation.
4. Click **Add Entry, Close**.